

375 Jackson Street, Suite 220 Saint Paul, Minnesota 55101-1806 Telephone: 651-266-8989 Facsimile: 651-266-9124 Web: www.stpaul.gov/dsi

Certificate of Competency for Plumbing

The City of Saint Paul will offer Plumbing Competency Examinations for Journey and Master Levels the first week in October 2013.

Submit applications to:

City of Saint Paul Department of Safety and Inspections 375 Jackson Street, Suite 220

Saint Paul, MN 55101-1806

Applications are due thirty days prior to the examination date and subject to approval of the examining board. Upon approval of an application, a notice will be sent to the applicant with instructions as to when and where the examination will be held.



Richard Jacobs Sr. Plumbing Inspector

Department of Safety and Inspections 375 Jackson Street, Suite 220 Saint Paul, MN 55102 P: 651-266-9051 rick.jacobs@ci.stpaul.mn.us

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Making Saint Paul the Most Livable City in America



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Certificate of Competency Guidelines for Plumbing

Qualifications for Journey Level

- Must possess a State of Minnesota journey level plumbing license.
- Must have voucher signed by a master certificate of competency holder.

Qualifications for Master Level

- To qualify for a master certificate of competency examination, an applicant must hold a journey level certificate of competency for a minimum of one year, or be a mechanical engineer registered by the State of Minnesota.
- Must have two notarized signatures from two master certificate of competency holders.

Testing Procedures

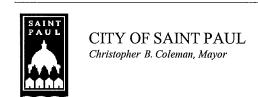
- Applications are due thirty days prior to the examination date and subject to approval of the examining board. Upon approval of an application, a notice will be sent to the applicant with instructions as to when and where the examination will be held.
- Examinations will be graded in the presence of the plumbing examining board within thirty days of the examination.
- If an applicant fails the examination, the applicant may review the failed portion of the exam within thirty days of notification of failure, in the presence of the senior inspector.

Appeal of rejection of application or test results

• Applicant must submit a written request to appear before the examining board. After consideration of the appeal a written response will be sent to the applicant.

Testing Criteria

Exams held twice a year as scheduled	
Passing score:	
Journey Level 70%	
Master 70%	
Applicants may not test more than twice in any two year period.	



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CERTIFICATE OF COMPETENCY APPLICATION FOR PLUMBING EXAMINATION

Circle the appropriate level:

MASTER LEVEL (Fee \$82.50 EACH)

JOURNEY LEVEL (Fee \$55 EACH)

IMPORTANT! PRINT LEGIBLY OR TYPE!

I,D THE PLUMBING TRADE AS CIRCLED A PREREQUISITES AS TO STATE LICENSE PAID THE REQUIRED EXAMINATION FE AGREED THAT SIX (6) MONTHS MUST E THAT ALL RULES, REGULATIONS AND CASES.	BOVE AND HEREWITH A , AGE, EXPERIENCE AND EE WHICH IS NOT REFUN ELAPSE BEFORE I CAN RI	PPLY. I HAV DOR APPREN DABLE. IT IS EPEAT THIS	TE FULFILLED ALL TICESHIP. I HAVE S UNDERSTOOD AND EXAMINATION AND
Home Address:	City	State	Zip
Home Phone + Area Code:	Date of Birth:		
Present Employer Name:			-
Employer Address:	City	State	Zip
Employer Phone with Area Code:			
State Plumbing License Number:			
I solemnly swear that the agreements are true to attest thereto.	o the best of my knowledge a	and belief and a	affix my signature to
Signature	Date		

APPLICATION MUST BE SUBMITTED THIRTY (30) DAYS PRIOR TO DATE OF EXAM

APPLICANTS FOR EXAMINATION MUST HAVE VOUCHERS SIGNED AS FOLLOWS:

Master Applicants: Vouchers 1 & 2

Journeyman Applicants: Voucher 3

MASTER VOUCHE STATE OF MINNESOTA	ER #1 FOR MASTER APPLIC	CANTS ONLY		
COUNTY OF	I, the undersigned Master Plumber, swear that I have personally known:			
Subscribed and sworn to me this day,	at he/she has worked in m supervision in this trade fo	y employ and under my direct oryears. The applicant is a I have read the above statements		
Notary Public	Master's Signature	State Plumbing License #		
		er's Full Name Above		
MASTER VOUCHE STATE OF MINNESOTA COUNTY OF	personally known:	Plumber, swear that I have		
Subscribed and sworn to me this day,	at he/she has worked in m supervision in this trade for	foryears, y employ and under my direct oryears. The applicant is a I have read the above statements e.		
Notary Public	Master's Signature	State Plumbing License #		
	Print Master's Full Name Above			
STATE OF MINNESOTA COUNTY OF	_ I, the undersigned Master personally known:	Plumber, swear that I have		
Subscribed and sworn to me this day,	for for years, that I have read the above statements and believe them to be true. The applicant_has received on-the-job and related training as provided by:			
Notary Public	Master's Signature	State Plumbing License #		
	Print Maste	er's Full Name Above		



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Web: <u>www.stpaul.gov/dsi</u>

TO: Journey Level Certificate of Competency Examination Applicant

FROM: Senior Plumbing Inspector

RE: Journey Level Applications

The following information listed in order they appear on journey level application must be included:

Page 1:

- Circle either the journey or master level as appropriate
- Fill in your name, address and date of birth.
- Fill in the name and address of your present employer.
- Fill in your state journey level plumbing license number.
- Sign at the bottom of page one.

Page 2:

• Have Master Certificate of Competency holder, completely fill in information for voucher number three only and sign it and have it notarized.

Application must be printed legibly or typed!

Please Note: Persons with proper qualifications shall take the same certificate of competency examination no more than twice within any two (2) year period.

A non-refundable fee of \$55.00 must accompany each application. Make checks payable to the "City of St. Paul". Remit application and fee to: Department of Safety and Inspections, 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806

An Affirmative Action Equal Opportunity Employer



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TO: Master Level Certificate of Competency Examination Applicant

FROM: Senior Plumbing Inspector

RE: Master Level Applications

The following information listed in order they appear on Master Level application must be included:

Page 1:

- Circle either the journey or master level as appropriate
- Fill in your name, address and date of birth.
- Fill in the name and address of your present employer.
- Fill in your state master plumbing license number.
- Sign at the bottom of page one.

Page 2:

• Have two Master Certificate of Competency holders, completely fill in information for voucher number one and two, sign it, and have it notarized.

Application must be printed legibly or typed!

Please Note: Persons with proper qualifications shall take the same certificate of competency examination no more than twice within any two (2) year period.

A non-refundable fee of \$82.50 must accompany each application. Make checks payable to the "City of St. Paul". Remit application and fee to: Department of Safety and Inspections, 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806

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